

**BY-LAWS OF THE  
COLLEGEDALE MUNICIPAL PLANNING COMMISSION**

**ARTICLE I**

**Objective**

The objectives and purposes of the Collegedale Municipal Planning Commission are those set forth in sections 13-4-101 through 13-4-310 of the Tennessee Code Annotated, and amendments and supplements thereto and also those powers and duties delegated to the Planning Commission by the Collegedale City Commission in accordance with the above mentioned enabling legislation.

**ARTICLE II**

**Membership**

**Sec. 1.** The membership of the Collegedale Municipal Planning Commission shall be nine (9) members.

**Sec. 2.** One member shall be the Mayor or his designee, as provided by state law. One other member shall be elected from the City Commission by the City Commissioners.

**Sec. 3.** The Mayor of Collegedale shall make appointments or reappointments of the seven remaining members to fill vacancies and expired terms.

**Sec. 4.** The terms of appointed members shall be five (5) years, with staggered expiration dates as specified in TCA 13-4-101. The members from the Chief Legislative Body shall have terms coterminous with their elected positions.

**Sec. 5.** A Planning Commission member who is absent three (3) consecutive times without justification may be removed at the discretion of the Collegedale Municipal Planning Commission.

**ARTICLE III**

**Officers and Their Duties**

**Sec. 1.** The officers of the Planning Commission shall consist of Chairman, Vice-Chairman and a Secretary.

**Sec. 2.** The Chairman shall preside at all meetings and hearings of the Planning Commission and have the duties normally conferred by parliamentary usage of such officers.

**Sec. 3.** The Chairman shall be elected from the appointed members and have the privilege of discussing all matters before the Planning Commission and to vote thereon.

**Sec. 4.** The Vice-Chairman shall act for the Chairman in his/her absence.

**Sec. 5.** The Secretary shall see that the following is done: The minutes and records of the Planning Commission are kept, the agenda of regular and special meetings are prepared with the Chairman, notice of meetings is provided to Planning Commission members, proper and legal notice of hearings are arranged, and correspondence of the Commission and such other duties as are normally carried out by the Secretary are attached.

## **ARTICLE IV**

### **Election of Officers**

**Sec. 1.** Nomination of officers shall be made from the floor and officers shall be elected at the annual organizational meeting which shall be held on the 2nd Monday of May of each year.

**Sec. 2.** The candidate for each office receiving a majority vote of the entire membership of the Planning Commission (i.e. 5 "ayes") shall be declared elected.

**Sec. 3.** All officers shall be elected for a term of one (1) year and officers shall be eligible to succeed themselves.

**Sec. 4.** Vacancies in offices shall be filled immediately for the unexpired term by regular election procedure.

## **ARTICLE V**

### **Meetings**

**Sec. 1.** Meetings shall be held on the 2nd Monday of each month at 6:00 p.m. at the City Hall or a place designated by the Chairman of the Planning Commission. The time and/or date of the regular monthly meeting may be changed by a majority consensus of the entire Planning Commission.

**Sec. 2.** A majority of the membership of the Planning Commission, five (5) members, shall constitute a quorum. A quorum shall be present before any formal business is transacted.

**Sec. 3.** All plans, (comprehensive plan, road plan, etc.) reports, and recommendations of the Planning Commission must be approved by at least five (5) members.

**Sec. 4.** Special meetings may be called by the Chairman. It shall be the duty of the Chairman to call such a meeting when requested to do so in writing by a majority of the members of the Planning Commission. The notice of such a meeting shall specify the purpose of such a meeting and no other business may be considered. The Secretary shall notify or cause to have notified all members of the Commission in writing of such special meeting.

**Sec. 5.** All meetings at which official action is taken shall be open to the general public.

## **ARTICLE VI**

### **Order of Business**

The order of business at regular meetings shall be:

- (A) Call to Order by Chairman
- (B) Invocation
- (C) Roll Call
- (D) Reading of minutes of previous meeting
- (E) Hearing of persons having business with the commission
- (F) Reports of officers, committees and staff
- (G) Old Business
- (H) New Business
- (I) Adjournment

## **ARTICLE VII**

### **Committees**

Special committees may be appointed by the Chairman for purpose and terms which the Planning Commission approves.

## **ARTICLE VIII**

### **Additional Services/Appointments**

**Sec. 1.** The Planning Commission may appoint such employees and staff as it may deem necessary for its work and may contract with city planners and other consultants for such services as it may require.

**Sec. 2.** The expenditure of the Commission, exclusive of gifts, shall be within the amounts appropriated for the purpose of the city.

## **ARTICLE IX**

### **Hearings**

**Sec. 1.** In addition to those required by law, the Commission may at its discretion hold public hearings when it decides that such hearings will be in the public interest.

**Sec. 2.** Notice of such hearings shall be published in a newspaper of general circulation within the City of Collegedale and Hamilton County at least ten (10) days prior to the date of such public hearing.

**Sec. 3.** The case before the Commission shall be presented in summary by the Secretary, a designated member of the Commission, or the Planning Commission staff, and parties in interest shall have privilege of the floor.

**Sec. 4.** A record shall be kept of those speaking before the Commission.

## **ARTICLE X**

### **Amendments**

Five (5) favorable votes are necessary in order to adopt or amend these By-laws.

**Adopted:** \_\_\_\_\_  
                    **Date**

\_\_\_\_\_  
                    **Chairman**

\_\_\_\_\_  
                    **Secretary**